



# DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>ACQUISITION/PURCHASE OF MICROCOMPUTER EQUIPMENT</b>	POLICY NO. <b>1200.03</b>	EFFECTIVE DATE <b>10/01/1989</b>	PAGE <b>1 of 2</b>
APPROVED BY: <b>Original signed by: ROBERTO QUIROZ</b> Director	SUPERSEDES <b>302.11 10/01/1989</b>	ORIGINAL ISSUE DATE <b>07/13/1989</b>	DISTRIBUTION LEVEL(S) <b>1</b>

## PURPOSE

- 1.1 To ensure that appropriate acquisition of microcomputers or related products are compatible with the current computing environment and appropriate for Department of Mental Health (DMH) usage.

## POLICY

- 2.1 The acquisition of all microcomputer and/or microcomputer related products (e.g., hardware, software, peripherals, training, and literature) requires a justification and MIS concurrence.
- 2.2 When purchasing microcomputer hardware, software, and peripherals, the request for acquisition should be submitted to the MIS Division for review.
- 2.3 Requests sent directly to Administrative Services will be forwarded to MIS for evaluation and concurrence.
- 2.4 Requests for acquisition may require a cost/benefit analysis conducted by the requesting unit.
- 2.5 Requests for acquisition shall include a determination by the requesting unit as to whether alternate computing power or other resources can meet the needs.
- 2.6 Requested microcomputer equipment shall be compatible with the current microcomputer environment.
- 2.7 The requested microcomputer product shall be adequately supported by its manufacturer.
- 2.8 The requested hardware/software shall be adequately supported by MIS Microcomputer Applications Unit (MAU).



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- 2.9 The proposed acquisition shall not negatively affect operations in other sections within the DMH.
- 2.10 If other operations will be affected, the need for the involvement of management of the affected operations in the purchase decision must be assessed.

### **PROCEDURE**

- 3.1 Complete the Microcomputer Equipment Request form (Attachment I).
- 3.2 Submit this form with the special Fixed Assets Form Request to either MIS or Administrative Services.

### **AUTHORITY**

County Fiscal Manual, Section 12.2.0  
Auditor-Controller ICCP Audit, 1988